Basic Allowance for Subsistence

Overview

Introduction   This section provides the *procedures* for **Basic Allowance for Subsistence (BAS),** *Commuted Rations for Cadets*, and *Discount Meal Rate* for members unable to eat meals normally furnished at a government dining facility. This entitlement is paid to enlisted members entitled to basic pay except enlisted members under the circumstances designated in Chapter 3-B of the Pay Manual.

Topics   The following topics are covered in this section

Basic Allowance for Subsistence

Guiding Principles

Introduction   This section provides the *guiding principles* for **Basic Allowance for Subsistence**.

Reference   The following references provide additional information about BAS.

- Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), Chap 2)
- U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3\

Before you begin   If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: Employee Entitlements, Basic Navigation Guide

Do NOT use this earnings code to effect TDY entitlements. When changing earning types, stop the old earnings type with an effective date one day prior to submitting the start entry. Basic Allowance for Subsistence automatically stops the day of reporting PCS once the Reporting Transaction is saved and approved.

*Discount Meal Rate (DMR)*Upon receipt of the Certification of Missed Meals from the unit per Personnel and Pay Procedures Manual, the SPO will Process the entitlement transaction (earn code RMM) to credit the member for the missed meals.
See the Refund of Discount Meal Rate guide for more information.

The Regular BAS Earnings Type Code is longer be available as of start date 01/01/2005.   Regular BAS has been discontinued effective 12/31/04.
SEE E-MAIL ALSPO AB/04.

Auto-stop upon PCS departure   BAS stops automatically on *the day prior* to PCS departure. Do not enter a Stop BAS transaction when a member departs PCS. The system will not reflect the BAS stop until it is resynchronized with PMIS/JUMPS.

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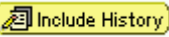
Starting BAS

Introduction   This section provides the procedure for *starting* **Basic Allowance for Subsistence**.

Procedure   Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a new BAS entitlement.

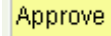| Step	Action
1	In the [Include History] mode, click the [+] button shown below. A new blank row appears…
2	Enter the **Start Date**. The current date is automatically displayed. Use the calendar button [31] to select the desired date. You can also click & drag over the date field to select the date then type the start date in MMDDYYYY format. When submitting a Subsistence Start transaction in conjunction with a PCS Reporting, the Start Date must be the day after the member reports aboard.
3	The **Start Time** is pre-filled by the system and must not be changed.
4	The **Stop Date** may be left blank to pay continuous BAS. If this is a temporary entitlement, you may enter the stop date.
5	**Stop Time** is pre-filled by the system and must not be changed.
6	Enter the **Earnings Type** in the code if known or use the [Q] to search and select from a listing of available earning types.
7	**Description** is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
9	**Manual Row Switch**. (CGHRSUP role users only) Select this field only when necessary to override pay edits. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.

Basic Allowance for Subsistence

Starting BAS, Continued

Procedure (cont'd)

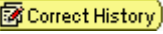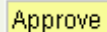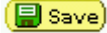| 10	Detail Do Not Use. The detail is automatically set when the earnings type for BAS is selected and the entitlement is saved.
11	Approve Not Used. Payment of Basic Allowance for Subsistence does not require audit and approval.
12	**Earnings Process Type** Not Required. Disregard this field
13	Click the Save button (located at the bottom left of the screen) to approve and transmit the entry.

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Stopping BAS

Introduction   This section provides the procedure for *stopping* **Basic Allowance for Subsistence**.

Reminder,   BAS stops automatically on the day prior to PCS departure. Do not enter a
PCS auto-stop   PeopleSoft Stop BAS transaction when a member departs PCS. The system
will not reflect the BAS stop until it is resynchronized with JUMPS.

Procedure   Follow the steps in the <u>Basic Navigation Guide</u> to access the member's
entitlements detail page. Then, follow these steps to enter a stop BAS
transaction.

Step	Action
1	In the ![Correct History] mode, find the row to stop. The stop date will be blank as shown below:
2	Enter the **Stop Date** for the entitlement by using the calendar button ![calendar] to select the desired date. You can also click & drag over the date field then Type the stop date in MMDDYYYY format. The stop date can be future dated.
3	**Stop Time** is pre-filled by the system and must not be changed.
4	**Approval Status** is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	**Manual Row Switch**. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. **Caution!** Overriding pay edits may result in errors and possible overpayment of entitlement.
6	![Detail] Do Not Use. The detail is automatically set when the earnings type for BAS is selected and the entitlement is saved.
7	![Approve] Not Used. Payment of BAS does not require audit and approval.
8	**Earnings Process Type** Not Required. Disregard this field
9	Click the ![Save] button (located at the bottom left of the screen) to approve and transmit the entry.

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
Correcting BAS

Introduction   This section provides the procedure for *correcting* **Basic Allowance for Subsistence**.

Discussion   Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete BAS) and then start a new BAS entitlement.

Procedure   Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the 🖉 Correct History mode, find the BAS row to correct. Click & drag over the Stop Date field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons 📅 to modify dates and the magnifying glass 🔍 to change the earning type.
2	Click the 💾 Save button located at the bottom left of the screen.

Basic Allowance for Subsistence

Deleting BAS

Introduction   This section provides the procedure for *deleting* **Basic Allowance for Subsistence**.

Discussion   The total Basic Allowance for Subsistence entitlement will be recouped when using this feature.

Procedure   Follow the steps in the Basic Navigation Guide to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an BAS transaction.

Step	Action
1	In the **Correct History** mode, find the BAS row to delete. Click on the **−** button located in the row to be deleted.
2	Click the **Save** button located at the bottom left of the screen.